

## HRG Memorandum 15-26



Commonwealth of Kentucky  
Personnel Cabinet  
Department of Employee Insurance  
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Frankfort, Kentucky 40601

Website [kehpn.ky.gov](http://kehpn.ky.gov)

**To: KEHP Human Resource Generalists (HRGs)**  
**From: Department of Employee Insurance (DEI)**  
**Re: Open Enrollment Updates**  
**Date: October 5, 2015**

### Open Enrollment Updates:

- Last week, the KHRIS team began prep work for Open Enrollment. When you access a member's account in KHRIS, you will see a 2016 plan. The plan shown is based on whether someone has to enroll or if the 2015 plan will rollover. When you are enrolling new hires, please be sure you are using HRBEN0001 and not PA30 so the correct plan codes display. If you use PA30, there is room for error to inadvertently select a 2016 plan code may for 2015.
- KHRIS User ID and Benefits Analyzer letters were mailed last week.
- Defaults –active members who did not fulfill the LivingWell Promise for 2015 will be put into a Default Standard Plan as follows:
  - Single, Parent Plus, Couple, Family – Default into a Single Standard CDHP
  - Cross-reference family plan –
    - neither member completed the promise – each member will receive the Default Standard CDHP Single level
    - one person completed and one person did not – The one who did fulfill the promise will be enrolled in the same 2015 plan Parent Plus level and the one who did not will default into Standard CDHP Single level
- ID Cards will generate for members who make changes during OE. All ID cards (Anthem/CVS and HumanaVitality) will mail the week of November 29.
- If members are paying close attention to their online WageWorks account, they will see that their 2015 accounts (HRAs and FSAs) end 12/31/2015 (even perpetual plans) but that date will update when the Open Enrollment elections are sent to WageWorks.

